

Message Text

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ORIGIN ICA-20

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FM SECSTATE WASHDC
TO AMCONSUL JERUSALEM

UNCLAS STATE 159015

E.O. 11652: N/A

FOLLOWING SENT ACTION IMMEDIATE TO TEL AVIV, INFO SECSTATE,
WHITE HOUSE JUN 16:
RPTD FOR YOUR ACTION. QUOTE:

UNCLAS USICA 12144

USICA

SECSTATE FOR A/O:C.ROGERS

WHITE HOUSE FOR BURNS AND OWEN

EO 11652 N/A

SUBJECT: CHECK LIST FOR POST SUPPORT OF PRESIDENTIAL TRIPS

1. PROVIDED BELOW IN CHECK LIST FORM IS A SUMMARY OF PLANNING
ACTIONS TO BE TAKEN BY CPAO AND ICA POST ON THE OCCASION OF
THE VICE PRESIDENT'S VISIT TO YOUR COUNTRY. IT IS NOT
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NECESSARILY ALL-INCLUSIVE AND WILL BE EXPANDED UPON BY THE
ADVANCE TEAMS. HOWEVER, IT SHOULD COVER YOUR BASIC RESPON-
SIBILITIES ON THE OCCASION OF THE VICE PRESIDENT'S VISIT.

PRESS CENTER

2. ESTABLISH A PRESS CENTER IN THE HOTEL HOUSING THE
TRAVELING PRESS. THE PRESS CENTER MAY BE DONE IN COOPERATION
WITH THE HOST GOVERNMENT OR BE A PURELY U.S. FACILITY. ITS
CONTENTS AND ORGANIZATION SHOULD BE CONCURRED IN BY THE

ADVANCE TEAM PRESS OFFICER, BUT, GENERALLY SHOULD CONSIST OF THE FOLLOWING:

- LARGE ENOUGH TO HOLD 100 PRESS WITH SEATING FOR 20.
- TABLES, TYPEWRITERS (10 SHOULD BE ADEQUATE SINCE MANY CORRESPONDENTS CARRY THEIR OWN PORTABLE), ADEQUATE SUPPLY OF PAPER FOR DRAFTING COPY.
- SUFFICIENT STAFF, AMERICAN AND LOCAL, INCLUDING SECRETARIES AND TRANSLATOR/INTERPRETERS. STAFF DURING PEAK HOURS WITH AN AMERICAN OFFICER, 1 SECRETARY AND FSLs.
- TELEPHONES, INTERNATIONAL (10) AND LOCAL (5), WITH SUFFICIENT ENGLISH-SPEAKING OPERATORS AND PROVISION MADE FOR COLLECT CALLS, CREDIT CALLS, CREDIT CARDS AND DIRECT DIALING (INCLUDING FROM CORRESPONDENTS' HOTEL ROOMS). EMBASSY/ICA DIRECT LINES ALSO USEFUL.
- TELEX MACHINES ONLY WHEN ABSOLUTELY NECESSARY AND AT NO COST TO U.S. GOVERNMENT. OTHERWISE, PROVIDE RUNNERS TO LOCAL TELEX OFFICE.
- BLACKBOARD AND BULLETIN BOARD FOR POSTING PUBLISHING NOTICES.
- RADIO AND TV MONITORS, LOCAL PAPERS, U.S. PAPERS AS AVAILABLE, COPYING MACHINE, AND OFFICE SUPPLIES.
- CLOCKS SHOWING LOCAL, WASHINGTON AND GMT TIMES.
- CURRENCY EXCHANGE DESK.

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- REFRESHMENT STAND AND/OR READY ACCESS TO RESTAURANT.
- PRESS BRIEFING AREA.
- TELEGRAPH SERVICE, WIREPHOTO, INFO RE FILING BY SATELLITE.
- LOCAL TELEPHONE BOOKS.
- PAGING SYSTEM.
- SECURE CAMERA AND EQUIPMENT STORAGE AREA.
- DRIVER/MESSENGER.

TRANSPORTATION

3. ASSIGN ONE ICA OFFICER TO HANDLE PRESS BUSES, MOTORCADE VEHICLES FOR THE PRESS AND A SMALL PRESS OFFICE MOTORPOOL:

PRESS BUSES: THE TRAVELING PRESS CORPS, LOCAL PRESS POOL AND PRESS OFFICE STAFF WILL NUMBER AROUND 30. A BUS FOR THIS GROUP SHOULD BE UNDER ICA CONTROL AT ALL TIMES. THE BUS SHOULD BE SPOTTED AT THE AIRPORT IN PLENTY OF TIME TO BRIEF THE BUS DRIVER AND COORDINATED TO BE IN THE MOTORCADE. IT SHOULD HAVE A SIGN IN THE FRONT AND SIDE WINDOWS "WHITE HOUSE POOL". IT SHOULD BE UN-GOVERNED OVER-THE-ROAD TYPE BUS WITH PA SYSTEM AND CAPABLE OF KEEPING UP WITH THE MOTORCADES. PROVIDE A SECOND BUS FOR NON-POOL U.S. PRESS.

PLEASE NOTE: ISRAELI AND THIRD COUNTRY PRESS ARE NOT INCLUDED IN THE ABOVE AND ANY ARRANGEMENTS NECESSARY FOR THIS GROUP SHOULD BE MADE SEPARATELY.

WHITE HOUSE PRESS OFFICE STAFF MOTORPOOL: ICA SHOULD

HAVE ONE CAR ASSIGNED TO MR. AL EISELE, THE PRESS SECRETARY, ALONG WITH AN INTERPRETER WHERE NECESSARY. WE ANTICIPATE THAT MR. EISELE WILL TRAVEL IN OFFICIAL VEHICLES DURING THE MOTORCADES BUT THIS CAR SHOULD BE AVAILABLE TO HIM AT THE HOTEL WHERE HE IS RESIDING FOR OTHER THAN MOTORCADE MOVEMENTS AS NECESSARY.

HOTEL ARRANGEMENTS

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4. SUFFICIENT ROOMS FOR THE TRAVELING PRESS CORPS AND PRESS OFFICE STAFF. ALL EFFORTS WILL BE MADE TO FURNISH AN ACCURATE UP TO DATE LIST OF THESE PEOPLE. ALL OF THESE ROOMS MUST BE SINGLES UNLESS ADVISED BY THE ADVANCE TEAM. NO ROOMS SHOULD BE PROMISED TO OTHER PRESS TRAVELING ON THEIR OWN UNTIL THE ABOVE REQUIREMENTS ARE SECURED. IT IS IMPERATIVE BECAUSE OF COORDINATION AND BAGGAGE THAT THIS GROUP BE HOUSED IN ONE HOTEL.

5. TRAVELING PRESS AND PRESS OFFICE STAFF SHOULD BE PRE-REGISTERED AND A DESK SET UP IN THE PRESS CENTER OR HOTEL LOBBY WITH KEYS IN ENVELOPES. SUFFICIENT HOTEL HELP SHOULD BE AVAILABLE TO EXPEDITE DEPARTURE PAYMENTS. ROOM NUMBERS WILL BE MARKED ON THE BAGS AT THE HOTEL AND SUFFICIENT HOTEL HELP SHOULD BE AVAILABLE TO DELIVER TO THE ROOMS. ON DEPARTURE PRESS AND STAFF ARE REQUIRED TO BRING THEIR OWN BAGS PERSONALLY TO BAGGAGE CHECK-OUT POINT. THE PRESS PAY ON DEPARTURE. STAFF ARE U.S. EMBASSY RESPONSIBILITY.

FUNDING

6. PRESS COSTS FOR VICE PRESIDENT TRIPS WILL BE HANDLED AS FOLLOWS:

1. PRESS CENTER RENTAL AND RELATED COSTS (I.E., TELEPHONES, TYPEWRITERS, DUPLICATING MACHINES, SUPPLIES, ETC.) IF NOT OFFERED BY HOST GOVERNMENT, ARE TO BE SPLIT EVENLY BETWEEN WHITE HOUSE AND ICA.

2. TRANSPORTATION COSTS (BUSES, BAGGAGE TRUCKS), FOR TRAVELING PRESS CORPS ONLY, ARE CHARGEABLE ENTIRELY TO THE WHITE HOUSE. BUSES USED FOR HOST COUNTRY PRESS ARE TO BE UNCLASSIFIED

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PAID FOR BY HOST GOVERNMENT.

3. ICA WILL PAY FOR ALL OVERTIME, TRAVEL AND PER DIEM OF ICA PERSONNEL AND MISCELLANEOUS EXPENSES THAT DO NOT FALL UNDER PRESS CENTER OR TRANSPORTATION COSTS: ALSO APPROPRIATE TRAVEL AND PER DIEM (ONE-HALF) PLUS HOTEL ROOMS FOR PRESS

OFFICE AND PRESS SUPPORT PERSONNEL ON PRE-ADVANCE TEAM, ADVANCE TEAM, AND TRIP ITSELF.

4. PAYMENT OF BILLS WILL NOT BE HELD UP AT POST PENDING REIMBURSEMENT FROM WHITE HOUSE. ICA WILL PAY TOTAL COST TO ASSURE PROMPT PAYMENT AND MAINTENANCE OF GOOD RELATIONS WITH LOCAL BUSINESSES. POST WILL CABLE A BREAKDOWN OF ACTUAL AND ESTIMATED EXPENSES WITHIN ONE WEEK AFTER TRIP CONCLUDES AND DISTRIBUTION OF THESE COSTS, BASED ON ITEMS ONE AND TWO. WILL BE MADE FOR PURPOSES OF REIMBURSEMENT IN WASHINGTON.

MISCELLANEOUS

1. AGENCY HAS SET UP TASK FORCE IN PGM TO COORDINATE ALL AGENCY AND POST ACTIVITIES CONCERNING TRIP. SLUG ALL CABLES: PRESIDENTIAL TASK FORCE FOR PGM/GF.

2. POST SHOULD ASSESS ADEQUACY OF STAFF AND EQUIPMENT TO MEET REQUIREMENTS OF VISIT AND COORDINATE ASSISTANCE NEEDED WITH TASK FORCE AND AREAS.

3. ADVISE TASK FORCE OF MEDIA SUPPORT REQUIRED.

4. ADVISE TASK FORCE WHETHER TRAVELING PRESS WILL REQUIRE VISAS. ALSO, SAME FOR PRESS ADVANCE AS WELL AS PRESS TRAVELING INDEPENDENTLY.

5. COORDINATE PLANNING AND PREPARATION ACTIVITIES CLOSELY WITH THE PRESS REPRESENTATIVE ON THE ADVANCE TEAMS. CHECK WITH HIM OR WITH TASK FORCE BEFORE RELEASING ANY INFORMATION ON THE VICE PRESIDENT'S ITINERARY, SCHEDULE AND ROUTES TO BE FOLLOWED.

6. PROVIDE TASK FORCE BY COB JUNE 20, NAMES AND ADDRESSES OF LEADING AMERICAN MEDIA PERSONNEL STATIONED IN ISRAEL WHO WILL BE COVERING VICE PRESIDENT'S VISIT.

7. PROVIDE TASK FORCE WITH COMPLETE LIST OF DUTY UNCLASSIFIED

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ASSIGNMENTS OF ALL ICA AMERICAN AND SENIOR LOCAL EMPLOYEES WITH OFFICE AND HOME PHONE NUMBERS.

8. PROVIDE TASK FORCE WITH BRIEF WEATHER REPORT FOR PERIOD OF VISIT INCLUDING EXPECTED HIGHS AND LOWS AND CHANCES OF PRECIPITATION.

9. PRESS FACILITIES AT AIRPORTS AND EVENTS SITES. COORDINATE REQUIREMENTS WITH ADVANCE PRESS OFFICE INCLUDING TELEPHONES, ADEQUATE TV LIGHTING, PRESS AND PHOTO STANDS, MIKE, PA, MULT AND PODIUM FOR ARRIVAL STATEMENT, ETC.

10. MAKE SURE SITES FOR VARIOUS ACTIVITIES HAVE ADEQUATE SPACE FOR POOL COVERAGE. SITE DIAGRAMS FOR EACH EVENT SHOULD BE SUPPLIED TO ADVANCE TEAM.

11. ACCREDITATION - TRAVELING PRESS SHOULD HAVE ACCREDITATION AND BADGES BEFORE ARRIVAL. OTHER AMERICANS AND THIRD-COUNTRY PRESS PLUS LOCAL PRESS SHOULD BE ACCREDITED LOCALLY BY APPROPRIATE MINISTRY OR PRESS OFFICE. OBTAIN COPIES OF LOCAL CREDENTIALS FOR ADVANCE TEAM.

12. DETERMINE IN ADVANCE WHETHER THERE WILL BE SEPARATE OR JOINT PRESS BRIEFINGS AND PRESS POOLS WITH LOCAL PRESS.

13. DETERMINE AS FAR IN ADVANCE AS POSSIBLE WHICH EVENTS WILL BE OPEN TO ALL THE PRESS AND WHICH COVERED BY POOLS. DETERMINE AS SOON AS POSSIBLE WHO IS IN EACH POOL AND SEE THAT SPECIAL POOL PASSES ARE DISTRIBUTED TO THEM. ASSIGN AN AMERICAN OFFICER TO EACH EVENT AND TO EACH POOL. HE MUST HAVE LANGUAGE ABILITY AND KNOWLEDGE OF THE EVENT SITE AND WHAT IS TO TAKE PLACE. WHILE IT IS PREFERABLE THAT ALL EVENTS BE OPEN COVERAGE, IF POOL IS REQUIRED, AND FOR MOTORCADE, IT WILL CONSIST OF, AS A MINIMUM, FROM THE U.S. SIDE: NBC, ABC, CBS REPORTERS AND CREWS; AP, UPI, NEWSWEEK AND TIME REPORTERS AND PHOTOGRAPHERS; APPROXIMATELY FIVE TRAVELING PRESS. TOTAL: 25.

14. INSURE THAT, AS MUCH AS POSSIBLE, LOCAL AND LOCALLY ACCREDITED PRESS HAVE SAME ACCESS TO PRESS FUNCTIONS
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AND COVERAGE AS TRAVELING PRESS.

15. ON BUS FROM AIRPORT, ROOM ASSIGNMENT LISTS, PRESS SCHEDULES, AND CREDENTIALS SHOULD BE DISTRIBUTED TO EISELE'S ASSISTANT MAXINE BURNS, IF IT HAS NOT BEEN POSSIBLE TO DO SO AT THE PREVIOUS STOP OR ON THE PLANE.

16. COMMUNICATIONS - USE WALKIE-TALKIES AND TWO-WAY RADIOS IN CARS AND BUSES. DISCUSS WITH ADVANCE.

17. ADVISE THE TASK FORCE BEFORE DEPARTURE WHICH EVENTS THE PRESS POOL WILL BE REQUIRED TO WEAR FORMAL ATTIRE. ARRANGE TO ADVISE AL EISELE THE NAME OF KEY MAN IN THE HOST COUNTRY ON PRESS MATTERS. (IS IT THE PRESS SECRETARY?) ALSO NAMES OF PLATFORM GUESTS, NAMES OF PEOPLE WHO WILL GREET THE VICE PRESIDENT, COPIES OF ANY PROGRAMS WOULD BE APPRECIATED.

18. FACILITATE IN EVERY WAY POSSIBLE THE ACTIVITIES OF ICA MEDIA PERSONNEL TRAVELING WITH THE VICE PRESIDENT OR WHO COME IN TO COVER THE VISIT LOCALLY.

19. BEGIN EARLY TO BUILD UP A SUPPLY OF PRESS RELEASES, BACKGROUNDERS, CLIPPINGS AND PICTURES FOR CORRESPONDENTS WHO ARE ON THE SPOT BEFORE THE VISIT AND FOR THE TRAVELING PRESS TO USE IN FILLING IN NEWS CAPS NOT COVERED BY THE VISIT. HAVE AVAILABLE AT PRESS CENTER.

20. ONLY THE VICE PRESIDENT'S PRESS OFFICE STAFF GIVES ANNOUNCEMENTS, BRIEFINGS, ETC. TO THE PRESS UNLESS YOU ARE INSTRUCTED DIFFERENTLY. DO NOT VOLUNTEER ANY INFORMATION TO THE PRESS--NOT EVEN SUCH MUNDANE FACTS AS WHEN A PRESS RELEASE WILL BE READY FOR DISTRIBUTION.

21. ALL TEXTS AND RELEASES MUST BE CLEARED WITH PRESS OFFICE/ADVANCE BEFORE RELEASE.

22. INSURE THAT BILINGUAL ICA EMPLOYEES ARE ON EACH PRESS BUS.

23. BE SURE STAFF, CAMP FOLLOWERS, ETC., DO NOT RIDE IN THE PRESS BUS AND DO NOT VISIT SITES UNLESS THEY HAVE SPECIFIC JOB. THEY ARE APT TO SLOW DOWN LOADING AND UNLOADING OF THE BUS AND GENERALLY CONFUSE THE SITUATION. WARN LOCAL PRESS IN ADVANCE OF THE NEED FOR FAST LOADING AND UNLOADING

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OF THE PRESS BUS.

24. AN AMERICAN OFFICER SHOULD PERSONALLY CHECK MULT EQUIPMENT, PA SYSTEMS AND TRANSLATION SYSTEMS JUST BEFORE THEY ARE USED. DO NOT LEAVE THIS TO A LOCAL EMPLOYEE.

25. WALK THROUGH EACH EVENT AT THE LAST MINUTE. PARTICULARLY LOOK FOR SPOTS WHERE LOCAL POLICE AND SECURITY OFFICERS MAY TAKE IT UPON THEMSELVES TO BLOCK PRESS MOVEMENTS. IF SUCH A SITUATION APPEARS POSSIBLE, STATION AN AMERICAN OFFICER THERE TO AVOID IT.

26. DOUBLE CHECK ROUTES PRESS ARE TO FOLLOW TO BE SURE THAT THEY HAVE TIME TO GET INTO POSITION BEFORE AN EVENT STARTS OR TO REACH THE MOTORCADE AFTER AN EVENT IS FINISHED. SOMETIMES THE PRESS IS SENT BY A ROUND-ABOUT WAY AND THE MOTORCADE HAS DEPARTED BY THE TIME THEY REACH IT.

27. ALL SIGNS FOR VEHICLES SHOULD BE ON CARDBOARD WITH LARGE, CLEAR LETTERING.

28. DO NOT COMMIT USG FUNDS FOR THE NEEDS OF INDIVIDUAL MEMBERS OF THE PRESS (SUCH AS GUARANTEEING HOTEL ROOMS FOR ADVANCE NETWORK CREWS) WITHOUT THE EXPRESS PERMISSION FROM THE TASK FORCE.

END CHECKLIST.

7. VICE PRESIDENT'S OFFICE ANXIOUS THAT COSTS BE KEPT TO MINIMUM AND THAT PRESS OPERATION BE AS UNOSTENTATIOUS AS POSSIBLE. MANY OF ITEMS THAT NORMALLY ACCOMPANY WHITE HOUSE VISIT HAVE PURPOSELY BEEN OMITTED--FOR EXAMPLE, THE VICE PRESIDENT'S OFFICE DOES NOT RPT NOT WANT SPECIAL FOLDERS PRINTED FOR THE VISIT NOR DO THEY WANT WELCOME PACKETS IN HOTEL ROOMS.

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Message Attributes

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